

MINUTES

Reading Parking Authority

22 June 2011

The Reading Parking Authority held their meeting on Wednesday, 22 June 2011 at 5:30 P.M. in their office at 613 Franklin Street, Reading, PA.

Board Members Present

George Cook, Chairman

Jack Lantrip, Vice Chairman

John M. Darlington, Treasurer, Asst. Secretary

Mark Cinciosi, Board Member

Mike Polyak, Board Member

Absent

None

Others Present

Lawrence Lee, Executive Director, RPA

Christina Gilfert, Finance Manager, RPA

James Lillis, Solicitor

Guest(s)

Valdis Lacis, Reading Eagle

The meeting was called to order by the Chairman of the Board at 5:30 PM.

Public Comments

None

Guest

None

Reading and Approval of the Minutes

Motion 2010-20 was made by Mr. Darlington to accept the minutes from the last meeting. The motion was seconded by Mr. Lantrip. The motion passed.

Correspondence

The Authority received specific directives from AOPC relative to new computer processes for submittal of our monthly parking tickets to the Pennsylvania Administrative Courts. The process must be completed no later than 9 July. On 22 June a telephone conference call was conducted with AOPC representatives to provide a potential solution to adding the police tickets into this process. Our IT programmer at Clancy Systems is working the recommended solution.

Executive Director's Report

Convention Center Garage

All work has been completed at the DoubleTree and the final invoice from the general contractor, Whiting Turner, for \$125,058.79 will be paid. We are however, looking into the poor line stripping on the top level. We have also encountered a few problems with the lighted "parking" sign at the entrance of the garage. The Authority will apply for the remaining RCAP grant funding of approximately \$1.0 MM.

JW Conventions

The first JW convention will be held from 24-26 June. Parking will be provided at the DoubleTree, South Penn, Chiarelli Plaza garages and the 6th and Cherry open lot. Monthly permit holders will not be affected by JW parking.

Other convention dates are:

1-3 July	22-24 July	29-31 July	5-7 August
12-14 August	19-21 August	26-28 August	

Parking Wars

The solicitor completed his review of the proposed Hybrid film contract and made suggested changes to Hybrid films. The matter was discussed in greater detail in executive session.

Berks County Services Parking

The finance manager met with Berks County representatives to discuss temporary parking arrangements at the DoubleTree Convention Center garage while renovations are being done at their underground parking location. Two options are being reviewed. One option is for limited repairs over a long period of time and the other repairing the entire parking garage for a much shorter period of time. The Parking Authority can accommodate either option which will be voted upon at the Berks County board meeting later this summer.

2011 Meter Certification

Parking meter certification is complete. All 1,026 meters have been certified. A letter to city council has been provided validating the three year certification requirement. There were a total of 27 failures for mechanical meters and two of which were electronic meters. A report was forwarded to Harrisburg Weighs and Measures.

IPS Meter Trial

The new IPS test meters have been installed and are being evaluated. Meter locations are as follows:

000 N. 6 th St.	11 Meters	
500 Court	5 Meters	(includes sensors)
600 Court	6 Meters	(includes sensors)

500 Penn	23 Meters	(Alternate location for sensors if need be)
6 th & Cherry	12 Meters	
Spares	3 Meters	
Total	60 Meters]	

Initial reports are that meters are functioning well and well received by the general public. Both Channel 69 and the newspaper are following the test of the new parking meters.

Parking Ticket Processes

The executive director and staff met with Duncan Solutions personnel to discuss the potential of outsourcing new ticket processing under civil procedures. The discussion included a new look at our ticketing system and its current limitations compared to a more technological advanced ticket system. Coordination is ongoing.

Enabling legislation for decriminalizing parking tickets will not be addressed in Harrisburg until the fall.

Used/New Equipment Procurement

The Authority will complete our upgrades to all of our garages with standardized revenue control equipment on/about 15 July. The new equipment will provide timely revenue control information as well as better customer support.

2011 Budget Review

The Finance Manager addressed the financial status of Budget/Revenue for 2011.

-Operating Budget: The Authority is \$80,958 ahead of budget projections for operations. However, it should be noted that some line item numbers have been paid in advance skewing the report.

-Revenue Report: The Authority revenues are \$173,290 ahead of last year's revenue at this time. Violation revenues have improved and are currently \$124,272 ahead of violation revenues from last year (2010). Increased ticket prices and out of state collections are accounting for the increase.

-Cash Flow: The cash flow as of 31 May 2011 is \$4,793,356 compared to \$4,778,930 in 2010. Expenses have increased significantly as our Act 47 contributions are captured in this line item.

Motions for the Board

1. That the board passes a motion to accept the minutes from the last board meeting. Motion 2011-20.
2. That the board accepts the accounts payable from the previous meeting. Motion 2011-21.
3. That the executive director to inform Hybrid Films that the Reading Parking Authority has determined to respectfully decline the proposal to enter into an agreement for the production of Parking Wars TV series in the City of Reading, PA.

Solicitor's Report

Provided in executive session relative to the Hybrid film (Parking Wars) proposed agreement.

Approval of Accounts Payable

Motion 2011-21 was made by Mr. Cianciosi and seconded by Mr. Darlington to accept the accounts payable. Motion 2011-21 passed.

Old Business

None

New Business

None

Other Business

The Authority was contacted by the Berks County Tax Assessment Office relative to taxes for the retail space at Second & Washington garage. Since there is dual ownership of the property and the largest partial of property is owned by the Reading Redevelopment Authority, taxes will flow thru the Redevelopment Authority for the retail space at Second & Washington.

Executive Session

Executive session included contract negotiations and personnel issues.

The meeting adjourned at 6:35 PM.

RPA Next Regular Meeting

The next board meeting is scheduled for 27 July 2011.